



**Sunset Empire Transportation District
BUDGET COMMITTEE ZOOM MEETING**

AGENDA

WEDNESDAY JUNE 7, 2023

10:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MAY 24, 2023, BUDGET COMMITTEE MEETING MINUTES
5. BUDGET OFFICER UPDATE- Chart of Accounts Definitions
6. DISCUSSION OF FUNDS
 - a. General Fund
 - b. Special Transportation Fund (STF)
 - c. Statewide Transportation Improvement Fund (STIF) Formula
 - d. Statewide Transportation Improvement Fund (STIF) Discretionary
 - e. Capital Reserve Fund
 - f. General Fund Resources
7. PUBLIC COMMENT
8. APPROVAL OF BUDGET
9. ADJOURNMENT

ZOOM LOG IN FOR MEETING

<https://us02web.zoom.us/j/5148435264>

Meeting ID: 514 843 5264

One tap mobile

+12532050468,,5148435264# US

+12532158782,,5148435264# US (Tacoma)

CHART OF ACCOUNTS

DEFINITIONS

General

Ledger

Codes

Description/Comments

Budget Line Item

Budget Line Item	General Ledger Codes	Description/Comments
Provider Services	7010	Veteran rides - Volunteer driver reimbursements
Audit	8000	Annual audit plus single audit
Advertising	8053	Employment
Bank Fees/Merchant Fees	8003, 8004	Bank fees, Square fees (Transit Center sales on iPad), Token Transit (Smart Phone fares on buses)
Building Grounds and Maintenance	8020, 8021, 8022, 8024	Lawn Care - \$5000, Garbage Service - \$2,300, Shelter Cleaning - \$10,800, Elevator Maintenance, Cleaning Supplies, Back Flow Testing (Required certification by plumber)
Building Lease	8023	Storage Unit (District records archives)
Computer Information Technology Services	8031, 8032	Ifocus - \$56,000 (Computer and network support), Trillium - \$10,000 (Website and GTFS maintenance), AccuFund - \$22,000 (Accounting Software), AngelTrax - \$15,000 (Video on buses, bus tracking), Zoom (Meetings)
Conferences, Training, and Travel	8060, 8061, 8062, 8063, 8064, 8070, 8071, 8072, 8073, 8074, 8075	All training, conferences & travel for staff and board members
Drug and Alcohol Testing/Background Checks	8050, 8051, 8055	Drug testing (New hires and DOT random test) & Background Checks (New hires)
Dues and Subscriptions	8090	Swiftly - \$15,000 (Fixed route tablets on buses), Special Districts of Oregon (SDAO) - \$4,500, Rotary of Seaside, Community Transit Association of America (CTAA), Oregon Cooperative Procurement Program (OrCPP), Government Finance Officers Association (GFOA), Society for HR Management (SHRM), Cannon Beach Chamber of Commerce
IGA Dues and Fees	8091	Northwest Oregon Transit Alliance (NWOTA)
Comp/Furniture/Small tools	8015, 8016, 8017, 8018, 8019	Computers, Audio Software Licensing, Video Software Licensing, Parking Permits, Office Furniture

CHART OF ACCOUNTS

DEFINITIONS

General

Ledger

Codes

Description/Comments

Budget Line Item

Budget Line Item	General Ledger Codes	Description/Comments
Equipment Lease	8010	Copier Leases (Warrenton & Astoria)
Outreach	8080, 8082	Rural Transit Day, Rider Appreciation Day, Veteran's Standdown, Rosa Parks Day, Spanish Translation, Posters, Banners, Stickers,
Employee Recognition	8054	Holiday Party, All Hands BBQ, Gift Cards (Gold star program)
Election Fees	8076	Election Fees - Board member elections
Fuel	8071	Fuel
Insurance	8100, 8102, 8103, 8104	Property, Liability, Auto (Bus Fleet), Cyber
Legal Ads	8110	Budget Meeting Notices published
Legal Counsel	8002	Attorney Fees
Uninsured Loss	8105	Deductable - \$5,000 per accident
Office Supplies	8116, 8118	Paper, Stamps, Pens, folders, paper clips, etc.
Printing	8081	Copier Service Contract and per copy fees
Professional Services	8001	HR Answers, Interium Director, Finance Officer Assistance
Taxes/Licenses/Interest	8092, 8093	GNSA (Access to old payroll system), Secretary of State (Late audit fee)
Telecommunications/Internet	8040	Office Phones, Cell Phones, Tablets, District internet
Uniforms	8052	Uniforms - Bus Drivers, Mechanic
Utilities	8041, 8042, 8043	Electric, Gas, Water/Sewer
Vehicle Maintenance and Repair	87181, 8172, 8172, 8174, 8175	Tires, Brakes, Lights, Fluids, Sensors, Oil Pumps, Windshields, Towing, labor for outside shop repairs
Shop Supplies	8180, 8181	Gloves, WD40, Eye Protection, Shop Towels

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

General Fund

Sunset Empire Transportation District

1	Historical Data			Year to Date Actuals Year 2022-2023	REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024			1
	Actual		Adopted Budget This Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022							
1					PERSONNEL SERVICES				1
2	\$2,076,666	\$2,174,609	\$2,125,871	\$1,988,144	Salaries & Wages	\$1,300,000			2
3	\$239,931	\$296,352	\$333,600	\$287,160	Payroll Expenses	\$216,720			3
4	\$618,159	\$551,467	\$623,066	\$534,421	Employee Benefits	\$301,000			4
5	\$2,934,755	\$3,022,428	\$3,082,537	\$2,809,725	TOTAL PERSONNEL SERVICES	\$1,817,720	\$0	\$0	5
6					Total Full-Time Equivalent (FTE)	14			6
7					MATERIALS AND SERVICES				7
8	\$4,200	\$4,288	\$10,000	\$4,058	Provider Services	\$0			8
9	\$17,570	\$26,000	\$25,000	\$14,000	Audit	\$30,000			9
10	\$1,682	\$4,039	\$1,500	\$2,215	Advertising	\$2,000			10
11	\$1,044	\$1,396	\$2,000	\$1,970	Bank Fees	\$2,000			11
12	\$74,542	\$42,360	\$50,000	\$30,620	Building Grounds and Maintenance	\$35,000			12
13	\$13,944	\$13,768	\$15,000	\$10,494	Building Lease	\$2,000			13
14	\$163,789	\$105,342	\$135,000	\$105,469	Computer Information Technology Services	\$110,000			14
15	\$10,463	\$38,162	\$30,000	\$33,859	Conferences, Training, and Travel	\$5,000			15
16	\$10,629	\$19,591	\$10,000	\$6,962	Drug and Alcohol Testing/Background Checks	\$3,000			16
17	\$15,701	\$14,630	\$15,000	\$25,124	Dues and Subscriptions	\$24,000			17
18	\$12,000	\$12,000	\$15,500	\$9,000	IGA Dues and Fees	\$12,000			18
19	\$28,164	\$32,923	\$20,000	\$8,920	Comp/Furniture/Small tools	\$7,500			19
20	\$2,847	\$2,282	\$2,700	\$2,365	Equipment Lease	\$5,000			20
21	\$2,279	\$8,046	\$30,000	\$19,820	Outreach	\$10,000			21
22	\$4,204	\$8,608	\$10,000	\$7,921	Employee Recognition	\$5,000			22
23	\$7,842	\$0	\$5,000	\$0	Election Fees	\$0			23
24	\$213,278	\$327,557	\$475,000	\$302,043	Fuel	\$100,000			24
25	\$70,954	\$87,572	\$87,000	\$71,135	Insurance	\$105,000			25
26	\$701	\$614	\$1,000	\$0	Legal Ads	\$1,000			26
27	\$4,014	\$14,524	\$5,000	\$22,476	Legal Counsel	\$20,000			27
28	\$4,146	\$11,330	\$15,000	\$23,398	Uninsured Loss	\$15,000			28
29	\$1,098	\$1,265	\$1,500	\$1,486	Meeting Expense	\$0			29
30	\$13,971	\$15,261	\$15,000	\$11,616	Office Supplies	\$9,000			30
31	\$1,228	\$0	\$0	\$0	Payroll Processing Fee	\$0			31
32	\$4,786	\$6,021	\$10,000	\$4,996	Printing	\$6,500			32
33	\$18,362	\$1,021	\$77,000	\$15,184	Professional Services	\$50,000			33
34	\$3,805	\$2,060	\$4,000	\$1,518	Taxes/Licenses/Fees/Interest	\$2,000			34
35	\$46,182	\$38,421	\$35,000	\$30,248	Telecommunications/Internet	\$26,000			35
36	\$5,105	\$6,551	\$12,000	\$9,160	Uniforms	\$3,500			36
37	\$28,508	\$30,956	\$35,000	\$28,592	Utilities	\$28,000			37
38	\$159,391	\$158,420	\$150,000	\$104,215	Vehicle Maintenance and Repair	\$75,000			38
39	\$3,511	\$9,383	\$3,000	\$7,935	Shop Supplies	\$5,000			39
40	\$949,944	\$1,044,390	\$1,302,200		TOTAL MATERIALS AND SERVICES	\$698,500	\$0	\$0	40
41									41
42					CAPITAL OUTLAY				42
43					2 X Class A Remanufactured	\$0			43
44					Bus Stop Construction Hwy 101 & Ensign (Match)	\$0			44
45	\$201,127	\$751,717			Prior Year Capital Expenses	\$0			45
46	\$201,127	\$751,717	\$0	\$0	CAPITAL OUTLAY TOTAL	\$0	\$0	\$0	46
47	\$4,085,826	\$4,818,535	\$4,384,737			\$2,516,220	\$0	\$0	47

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General Fund
(name of fund)

Sunset Empire Transportation District
(name of Municipal Corporation)

1	Historical Data			Year to Date Actuals Year 2022-2023	REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024			1
	Actual		Adopted Budget This Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022							
2					PERSONNEL SERVICES NOT ALLOCATED				2
3									3
4	0	0	0		TOTAL PERSONNEL SERVICES	0	0	0	4
5					Total Full-Time Equivalent (FTE)				5
6					MATERIALS AND SERVICES NOT ALLOCATED				6
7									7
8									8
9	0	0	0		TOTAL MATERIALS AND SERVICES	0	0	0	9
10					CAPITAL OUTLAY NOT ALLOCATED				10
11									11
12									12
13	0	0	0		TOTAL CAPITAL OUTLAY	0	0	0	13
14					DEBT SERVICE				14
15					ODOT Loan	310,000			15
16									16
17	0	0	0		TOTAL DEBT SERVICE	310,000	0	0	17
18					SPECIAL PAYMENTS				18
19									19
20									20
21	0	0	0		TOTAL SPECIAL PAYMENTS	0	0	0	21
22					INTERFUND TRANSFERS				22
23	50,000	50,000	50,000	0	To Capital Reserve Fund	0			23
24									24
25									25
26									26
27									27
28	50,000	50,000	50,000	0	TOTAL INTERFUND TRANSFERS	0	0	0	28
29				0	OPERATING CONTINGENCY	425,588			29
30				0	RESERVED FOR FUTURE EXPENDITURE	0			30
31				0	UNAPPROPRIATED ENDING BALANCE				31
32	50,000	50,000	50,000	0	Total Requirements NOT ALLOCATED	735,588	0	0	32
33					Total Requirements for ALL Org.Units/Programs within fund	2,516,220			33
34					Ending balance (prior years)				34
35	50,000	50,000	50,000	0	TOTAL REQUIREMENTS	3,251,808	0	0	35

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
Special Transportation Fund (STF)
(Fund)**

**Sunset Empire Transportation District
(Name of Municipal Corporation)**

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024			
Actual		Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022						
1			1	RESOURCES			1
2	46862	40000	2	Cash on hand * (cash basis), or			2
3	93863	92935	3	ODOT - STF Formual Grant			3
4			4	Previously levied taxes estimated to be received			4
5			5	Interest			5
6			6	Transferred IN, from other funds			6
7			7				7
8			8				8
9			9				9
10	140725	132935	10	Total Resources, except taxes to be levied			10
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	140725	132935	13	TOTAL RESOURCES			13
14			14	REQUIREMENTS **			14
15			15	Org Unit or Prog & Activity	Object Classification	Detail	15
16	51725	0	16	STF	Transfer	Wages	16
17	26000	0	17	STF	Transfer	Benefits/Taxes	17
18	13000	10000	18	STF	Transfer	Non Profit Assist/Outreach/Vet	18
19	20000	62898	19	STF	Transfer	Operations Assistance	19
20	30000	0	20	STF	Transfer	Capital	20
21	0	30037	21	STF	Transfer	Operations Assistance	21
22			22				22
23			23				23
24			24				24
25			25				25
26			26				26
27			27				27
28			28				28
29			29	Ending balance (prior years)			29
30		30000	30	UNAPPROPRIATED ENDING FUND BALANCE			30
31	140725	102935	31	TOTAL REQUIREMENTS			31

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**
Statewide Transportation Improvement Fund (STIF)
(Fund)

Sunset Empire Transportation District
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024					
Actual		Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022								
1			1	RESOURCES			1		
2			2	Cash on hand * (cash basis), or	\$ -		2		
3			3	Interest	\$ -		3		
4	1382701	1532421	4	ODOT - STIF Formula Fund Distribution	\$ 1,051,430.00		4		
5	1382701	1532421	5	Total Resources, except taxes to be levied	\$ 1,051,430.00	0	5		
6			6	Taxes collected in year levied			6		
7	1382701	1532421	7	TOTAL RESOURCES	\$ 1,051,430.00	0	7		
8			8	REQUIREMENTS **			8		
9			9	Org Unit or Prog & Activity	Object Classification	Detail	9		
10	764528	463352	10	STIF	Transfer	District Operations	\$ 286,672.00	10	
11	278700	279300	11	STIF	Transfer	Match	\$ 455,590.00	11	
12	0	789759	12	STIF	Transfer	Capital Reserve	\$ -	12	
13	0	0	13	STIF	Transfer	ODOT Loan Principle/Int	\$ 309,168.00	13	
14			14					14	
15			15					15	
16			16					16	
17			17					17	
18			18					18	
19			19					19	
20			20					20	
21			21					21	
22			22					22	
23			23	Ending balance (prior years)				23	
24	339473		24	UNAPPROPRIATED ENDING FUND BALANCE			\$ -	24	
25	1382701	1532411	25	TOTAL REQUIREMENTS			\$ 1,051,430.00	0	25

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Statewide Transportation Improvement Fund Discretionary (STIF)
(Fund)

Sunset Empire Transportation District
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024			
Actual		Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022						
1			1	RESOURCES			1
2		0	2	Cash on hand * (cash basis), or			2
3	436764	552000	3	ODOT - STIF Discretionary Program Grant			3
4			4				4
5			5				5
6			6				6
7			7				7
8			8				8
9			9				9
10	436764	552000	10	Total Resources, except taxes to be levied			10
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	436764	552000	13	TOTAL RESOURCES			13
14			14	REQUIREMENTS **			14
15			15	Org Unit or Prog & Activity	Object Classification	Detail	15
16	355764	232000	16	STIF	Transfer	Operations	16
17	81000	320000	17	STIF	Transfer	Capital	17
18			18				18
19			19				19
20			20				20
21			21				21
22			22				22
23			23				23
24			24				24
25			25				25
26			26				26
27			27				27
28			28				28
29			29	Ending balance (prior years)			29
30			30	UNAPPROPRIATED ENDING FUND BALANCE			30
31	436764	552000	31	TOTAL REQUIREMENTS			31

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number 2016-2 on June 30, 2016 for the following specified purpose:

Building and Equipment

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2026

**Capital Reserve Fund
(Fund)**

**Sunset Empire Transportation District
(Name of Municipal Corporation)**

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024			
Actual		Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022						
1			1	RESOURCES			1
2	100455	134455	2	Cash on hand * (cash basis), or	0		2
3			3				3
4			4				4
5			5				5
6	5102	839759	6	Transferred IN, from other funds	0		6
7			7				7
8			8				8
9			9				9
10	105557	974214	10	Total Resources, except taxes to be levied	0	0	0
11			11	Taxes estimated to be received			
12			12	Taxes collected in year levied			
13	105557	974214	13	TOTAL RESOURCES	0	0	0
14			14	REQUIREMENTS **			
15			15	Org. Unit or Prog. & Activity	Object Classification	Detail	
16	9000		16	General Fund	Transfer	E-Fare Match	0
17	40000	134455	17	General Fund	Transfer	Equipment	
18			18				
19			19				
20			20				
21			21	Ending balance (prior years)			
22	134455	839759	22	UNAPPROPRIATED ENDING FUND BALANCE			0
23	183455	974214	23	TOTAL REQUIREMENTS			0

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

RESOURCES
General Fund
(Fund)

Sunset Empire Transportation District

	Historical Data				Year to Date Actuals Year 2022-2023	RESOURCE DESCRIPTION	Budget for Next Year 2023-2024			
	Actual		Adopted Budget This Year Year 2022-2023	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022								
1	\$0	\$0	\$900,000	\$493,260	1	Available cash on hand* (cash basis) or	\$0			1
2					2	Net working capital (accrual basis)				2
3	\$28,617	\$21,401	\$25,000	\$16,299	3	Previously levied taxes estimated to be received	\$25,000			3
4	\$5,466	\$1,957	\$2,000	\$5,008	4	Interest	\$4,000			4
5	\$0	\$0	\$0	\$0	5	Transferred in from other funds	\$0			5
6					6	OTHER RESOURCES				6
7	\$245,099	\$201,732	\$250,000	\$246,430	7	Fares	\$50,000			7
8	\$59,164	\$81,288	\$105,000	\$0	8	IGA Contracted Services	\$0			8
9	\$10,409	\$10,242	\$10,500	\$8,866	9	Rentals	\$10,500			9
10	\$2,597	\$2,897	\$5,000	\$2,253	10	Commissions/Proceeds	\$2,000			10
11	\$249,209	\$231,075	\$210,000	\$234,269	11	State Timber Revenue	\$250,000			11
12	\$101,110	\$116,399	\$90,000	\$120,377	12	State Mass Transit Payroll Distribution	\$90,000			12
13	\$0	\$0	\$11,000	\$0	13	Training Scholarships	\$0			13
14	\$22,138	\$46,477	\$25,000	\$11,998	14	Other	\$7,500			14
15	\$0	\$0	\$60,000	\$0	15	ODOT - \$5304 Marketing Plan	\$0			15
16	\$121,442	\$69,223	\$139,443	\$114,202	16	ODOT - \$5310 Mobility Mgmt/Preventive Maint	\$161,594			16
17	\$3,000	\$0	\$0	\$0	17	ODOT - \$5310 Preventive Maint. Discretionary	\$0			17
18	\$516,608	\$562,825	\$551,344	\$828,819	18	ODOT - \$5311 Operations	\$775,022			18
19	\$13,312	\$133,946	\$501,054	\$448,375	19	ODOT - \$5311 Operations CARES Act Needs Based	\$0			19
20	\$0	\$0	\$0	\$0	20	ODOT - \$5311 Cares Act Formula	\$0			20
21	\$0	\$0	\$0	\$0	21	ODOT - \$5311(f) Intercity (LCC)	\$0			21
22	\$171,813	\$620,835	\$1,056,215	\$0	22	ODOT - \$5339 Bus and Bus Facilities	\$0			22
23	\$67,161	\$75,269	\$97,775	\$82,770	23	ODOT - Transportation Options	\$0			23
24	\$0	\$0	\$20,000	\$0	24	ODOT - RVHT Rural Veterans	\$0			24
25	\$0	\$0	\$5,000	\$0	25	SDAO Safety Grant	\$0			25
26	\$93,863	\$92,932	\$92,932	\$69,699	26	STF Fund	\$0			26
27	\$701,917	\$784,288	\$724,824	\$346,131	27	STIF Formula Fund	\$876,192			27
28	\$217,766	\$191,503	\$520,000	\$191,948	28	STIF Discretionary/STN Fund	\$0			28
29	\$0	\$0	\$106,650	\$0	29	Capital Reserve Fund	\$0			29
30	\$2,630,691	\$3,244,288	\$5,508,737	\$3,220,704	30	Total resources, except taxes to be levied	\$2,251,808	\$0	\$0	30
31	\$1,056,857.31	\$1,105,377	\$1,133,000	\$105,850	31	Taxes estimated to be received	\$1,000,000			31
32					32	Taxes collected in year levied				32
33	\$3,687,548	\$4,349,665	\$6,641,737	\$3,326,554	33	TOTAL RESOURCES	\$3,251,808	\$0	\$0	33

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

SUNSET EMPIRE TRANSPORTATION DISTRICT

COMMONLY USED ACRONYM LIST

APRIL

2023

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACT	ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ARP	AMERICAN RESCUE PLAN
ASC	ASTORIA SENIOR CENTER
ATU	AMALGAMATED TRANSIT UNION
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BS	BALANCE SHEET
BUS REG FEE	BUS REGISTRATION FEE
CARES ACT	CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY ACT
CBA	COLLECTIVE BARGAINING AGREEMENT
CCC	CLATSOP COMMUNITY COLLEGE
CCCHD	CLATSOP CARE CENTER HEALTH DISTRICT
CCO	COORDINATED CARE ORGANIZATION
CK	CHECK
COMP	COMPUTER
CONF	CONFERENCE
CPCCO	COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION
CRRSAA	CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
CTE	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT
DAV	DISABLED AMERICAN VETERANS
DHS	DEPARTMENT OF HUMAN SERVICES
DIST	DISTRICT
DLSM	DRIVE LESS SAVE MORE
DMAP	DIVISION OF MEDICAL ASSISTANCE PROGRAM
DOJ	DEPARTMENT OF JUSTICE
DOT	DEPARTMENT OF TRANSPORTATION
ELA	EMERGING LEADERS' ACADEMY
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

IGA	INTERGOVERNMENTAL AGREEMENT
IJA	INFRASTRUCTURE INVESTMENT AND JOBS ACT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
INS	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
KTH	KEY TRANSIT HUBS
LCC	LOWER COLUMBIA CONNECTOR
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MASA	MEDICAL AIR SERVICES ASSOCIATION
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MM	MOBILITY MANAGEMENT
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NCTMN	NORTH COAST TOURISM MANAGEMENT NETWORK
NEMT	NON-EMERGENT MEDICAL TRANSPORTATION
NHMP	NATURAL HAZARDS MITIGATION PLAN
NRTAP	NATIONAL RURAL TRANSIT ASSISTANCE PROGRAM
NTI	NATIONAL TRANSIT INSTITUTE
NWACT	NORTHWEST AREA COMMISSION ON TRANSPORTATION
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
OAR	OREGON ADMINISTRATIVE RULES
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
OrCPP	OREGON COOPERATIVE PROCUREMENT PROGRAM
ORS	OREGON REVISED STATUTES
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OPTP	OREGON PUBLIC TRANSPORTATION PLAN
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
OTP	OREGON TRANSPORTATION PLAN
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PCA	PERSONAL CARE ATTENDANT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

PM	PREVENTATIVE MAINTENANCE
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
PTD	PUBLIC TRANSIT DIVISION
PTSP	PUBLIC TRANSPORTATION SERVICE PROVIDER
QE	QUALIFIED ENTITY
QTR	QUARTER
RAC	RULES ADVISORY COMMITTEE
RC	RIDECARE
REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RIBTC	RURAL AND INTERCITY BUS TRANSPORTATION CONFERENCE
SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT
SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SIP	SERVICE IMPROVEMENT PROGRAM
SSP/0401	ACCOUNT FROM OREGON DEPARTMENT OF HUMAN SERVICES
STF	SPECIAL TRANSPORTATION FUND
STIF	STATEWIDE TRANSPORTATION IMPROVEMENT FUND
STIP	STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM
STN	STATEWIDE TRANSPORTATION NETWORK
STP	SURFACE TRANSPORTATION PROGRAM
SUN	SMALL URBAN NETWORK
SWIP	SIDEWALK IMPROVEMENT PROGRAM
TAC	TECHNICAL ADVISORY COMMITTEE
TAC	TRANSPORTATION ADVISORY COMMITTEE (STF/5310/STIF)
TCTD	TILLAMOOK COUNTY TRANSPORTATION DISTRICT
TECH	TECHNOLOGY
TGM	TRANSPORTATION AND GROWTH MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPJCC	TONGUE POINT JOB CORPS CENTER
TRB	TRANSPORTATION RESEARCH BOARD
TSP	TRANSPORTATION SYSTEMS PLAN
VETP	VETERANS ENHANCED TRANSPORTATION PROGRAM
YTD	YEAR TO DATE
ZEB	ZERO EMISSION BUS
ZEP	ZERO EMISSION PROPULSION
ZEBRA	ZERO EMISSION BUS RESOURCE ALLIANCE